

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

# Quality Review Specialist

## Health Care Quality & Safety – Facility Licensing & Investigations

POSTING DATE: May 8, 2014

CLOSING DATE: May 15, 2014 \*

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** Candidates who are on a current certification list

**POSITION CONTROL NUMBER:** 012271PD **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/35 hours/week

**SALARY GROUP/RANGE:** HC 23/\$54,738\*- \$74,194 (\*NEW State employees)

**NOTE:** Candidates must have applied for and passed the Quality Review Specialist exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Preferred Skills:**

- Experience organizing data, and evaluating and analyzing proper care and treatment in accordance with federal and state laws and regulations;
- Experience with computerized data bases, MS Outlook and MS Word;
- Experience with documenting facts, findings and outcomes;
- Experience with independently interviewing consumers, providers of developmental disability services and beneficiaries of developmental disability services.
- Applicants to this position classification may be required to travel and be flexible with their work schedule.

THOSE INVITED TO INTERVIEW MAY BE REQUIRED TO BRING A COPY OF YOUR MOST RECENT SERVICE RATING/PERFORMANCE APPRAISAL

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:** Knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; knowledge of principles and practices of inspection, evaluation, compliance and quality improvement; knowledge of state policies and local ordinances; knowledge of principles and practices of health inspectors and fire inspectors; knowledge of modern methods of care, treatment and education of persons served with developmental disabilities such as mental retardation or autism spectrum disorder; interpersonal skills; oral and written communication skills; ability to perform inspections and client reviews; ability to utilize computer software; ability to evaluate active treatment service.

**EXPERIENCE AND TRAINING**

**General Experience:** Six (6) years of experience in writing, implementing and/or evaluating individual client programs for persons with developmental disabilities or other related conditions.

**Special Experience:** One (1) year of the General Experience must include experience on an interdisciplinary team addressing the residential, programmatic or educational needs of persons with developmental disabilities or other related conditions.

**Note:** For State Employees, the Special Experience will be interpreted at the level of Supervising Developmental Services Worker 1 or Supervising Developmental Services Worker 2.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in the behavioral sciences, child development, counseling, education, nursing, psychology or licensure as a Physical Therapist or Occupational Therapist may be substituted for one (1) additional year of the General Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to possess a current Connecticut license for the appropriate disciplines.
2. Incumbents in this class may be required to travel.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12) INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7184 (if faxing, only one application is necessary)  
EMAIL: [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.**